

Willard City Corporation

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CITY COUNCIL AGENDA ITEM REQUEST FORM

(All agenda items and any back-up material needs to be submitted the City Office by noon on the Friday prior to the meeting. All meetings are open meetings and the information presented will become part of the permanent public record.)

Please note there is a three minute public comment period at the beginning of each City Council meeting for individuals to make comments. Items requiring action by the City Council will be placed on the agenda for a future meeting.

Date of meeting requested: DEC. 11, 2014 Date form submitted: DEC. 3, 2014

Time allotment requested: ☐ 2 min. ☐ 5 min. ☐ 10 min. ☐ Other 20 MIN.

Subject to be presented: ENLARGE PROJECT PARKSTRIPS FROM 5' TO 8'
(Please use specific language as to how you want the item noticed)

Person & Organization submitting item: WILLARD BAY CROSSING LLC.

Contact information: 801 913 7994 - CORY STUPE

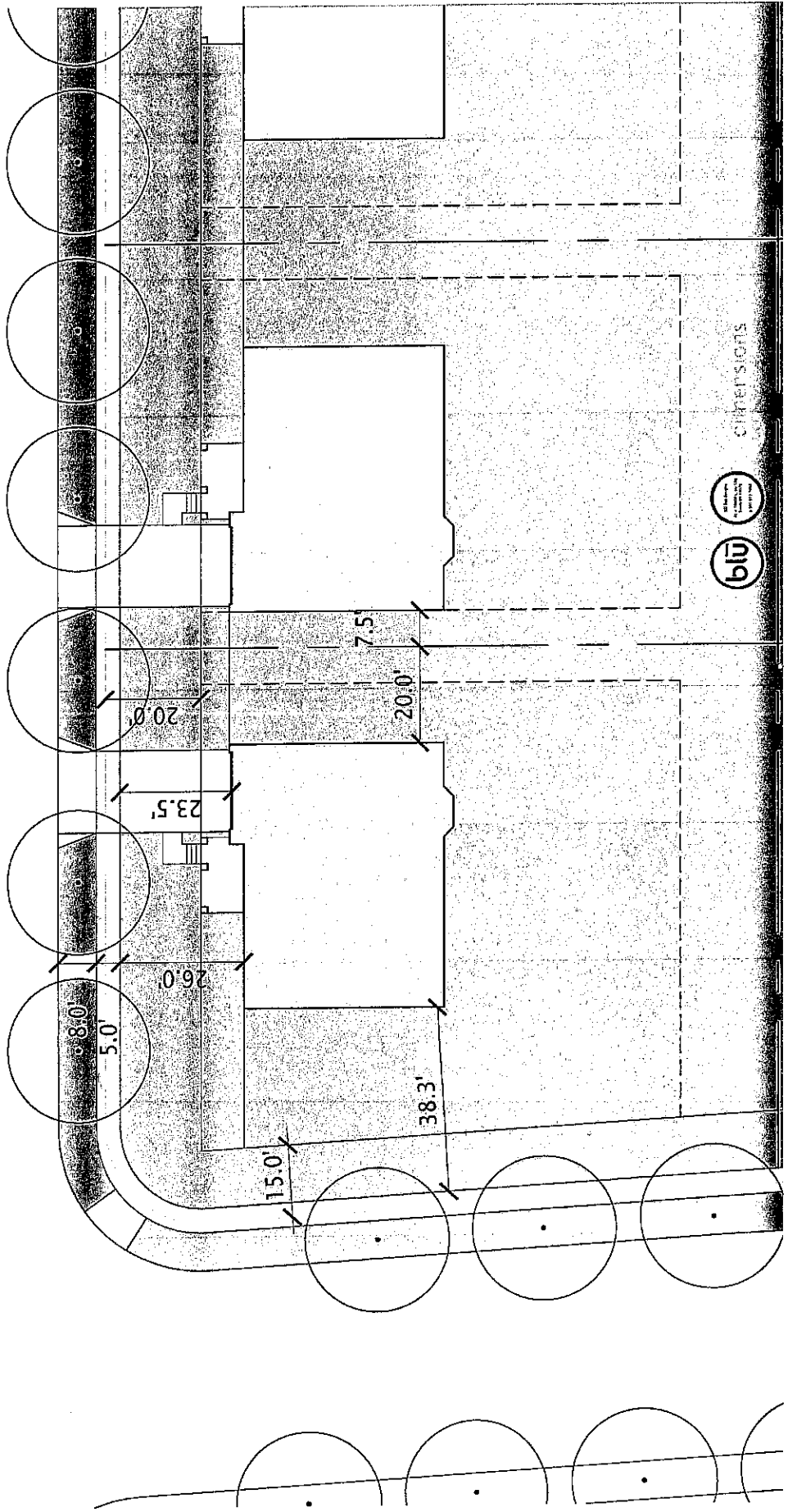
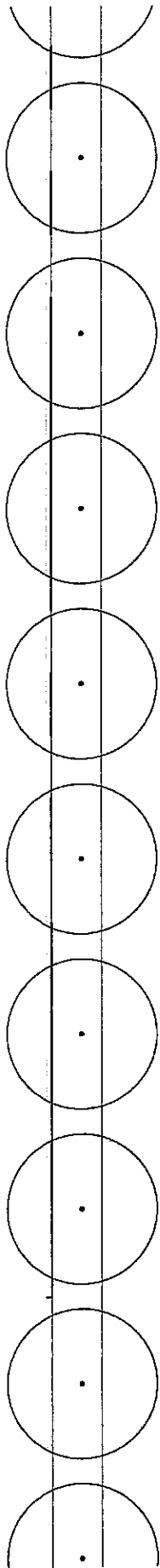
Phone number: 801 913 7994

Reason for request: ENLARGE PROJECT PARKSTRIPS FROM 5' TO 8'

What action have you taken/Who have you contacted prior to this? WE MET WITH
MEMBERS OF THE SLUA AND THE P.C. MADE THE RECOMMENDATION
TO APPROVE THE ENLARGEMENT OF PARKSTRIPS FROM 5' TO 8'

Official action requested: APPROVE THE ENLARGEMENT OF PARKSTRIPS FROM
5' TO 8'

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes ☒ No ☐



**WILLARD CITY CORPORATION
RESOLUTION 2014-22**

**A RESOLUTION ADOPTING THE WILLARD CITY WATER MANAGEMENT AND,
CONSERVATION PLAN**

WHEREAS, Willard City operates a culinary water system; and

WHEREAS, the City Council of Willard understands the pressing need to use water in a more efficient manner to allow for future sustained growth of the of the community;

NOW THEREFORE, be it resolved by the City Council of Willard City, Utah, the Willard City Water Management, Conservation, and Financial Plan revised December 11, 2014, be adopted. The plan will be amended no less than every five years and continue to play a vital role in the future development of Willard City.

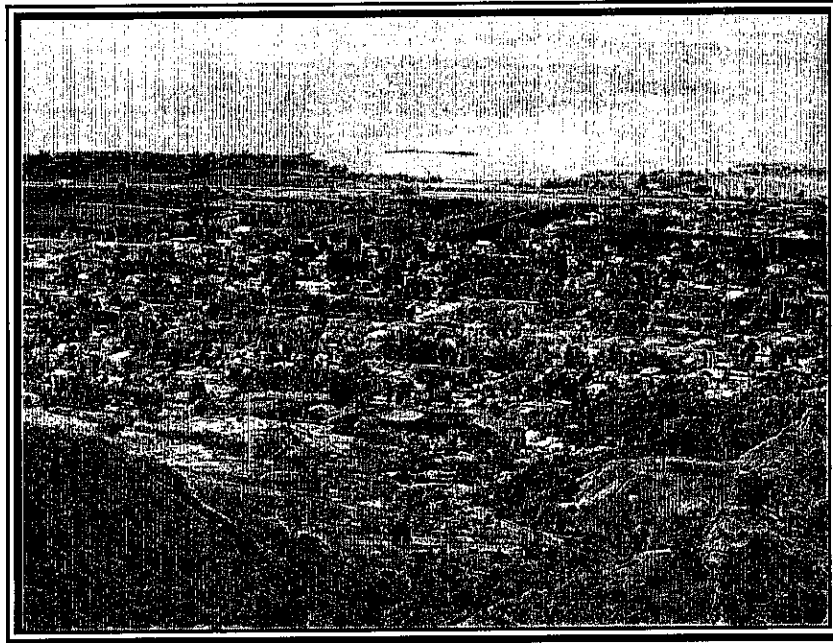
PASSED AND ADOPTED by the Willard City Council this 11th day of December, 2014.

WILLARD CITY

By: Kenneth Braegger, Mayor

ATTEST:

Teri Fellenz, City Recorder



WILLARD CITY

CULINARY WATER CONSERVATION PLAN

DECEMBER 2014

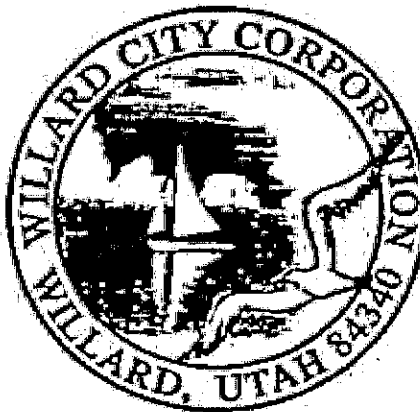


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1.0 INTRODUCTION

Willard City is located in the southeast corner of Box Elder County about 7 miles south of Brigham City. The population of Willard City according to the 2010 U.S. Census was 1,747. This is an 8.7 percent increase from the 2000 census. The City currently services 634 residential connections and 12 commercial connections. Planners and leaders of Willard City have held the water needs of members as a top priority. As a result, a well maintained and operated water system provides residents with water where and when it is needed.

Prior to 2008, in response to the rapid growth that Utah has seen statewide, citizens and leaders have become increasingly concerned about the future cost and/or availability of a finite supply of water. A similar concern has been demonstrated by the state legislature in the Water Conservation Plan Act (House Bill 71) passed and revised in the 2004 legislative session (Section 73-10-32 Utah Code Annotated). This document constitutes the water conservation plan for Willard City. It is intended to address the concerns of both Willard City and the State of Utah while in compliance with the State of Utah Water Conservation Plan Act.

2.0 INVENTORY OF WATER SYSTEM

2.1 Water Rights

Willard City has acquired water rights for 10,214 cfs of water for the culinary water system. This includes water for both indoor and outdoor uses. Willard City water right information is summarized in Table 2-1.

Table 2-1
Existing Willard City Culinary Water Rights

Water Right No.	Source	Ac-Ft Based On Flow	Flow {cfs}	Flow (gpm)
29-1268	Underground Water Well	1838 ac-ft.	2.54 cfs	1140 gpm
29-240	Underground Water Well	524 ac-ft.	0.724 cfs	325 gpm
a25078 (changed	Underground	1400 ac-ft.	3.95 cfs	1773 gpm
29-3691	Spring	2171 ac-ft.	3.0 cfs	1346 gpm
TOTAL:		5933 ac-ft.	10.214 cfs.	4584 gpm

2.2 Water Sources

Willard City has three sources of supply to its culinary water system at this time. The first two sources are wells located within Willard City boundaries. The third source is Willard City Spring located east of the City in Willard Canyon. The total capacity of the existing sources is 2,100 gpm. A breakdown of the source capacity is located in Table 2-2.

Existing
Table 2-2

Source	Source Capacity (gpm)
Well # 1	900 gpm
Well #2	1,100 gpm
Spring	100 gpm
TOTAL:	2,100 gpm.

The existing water demand for sources is based off of peak day demand as defined by the Utah Division of Drinking Water. The existing water source demand for Willard City is 1,371 gpm. By 2050, this demand will increase to 2,842 gpm. The City has already obtained the necessary water rights and is working on finding a location for another well to compensate for the future source capacity deficit.

2.3 Water Storage

Willard City has three concrete water storage tanks located on the foothills east of the City. The three tanks have a combined storage capacity of 1,100,000 gallons. The existing storage requirement for Willard City is 1,165,856 million gallons, including indoor, outdoor, and fire protection storage requirements. The City is aware of the storage deficit and is in the process of addressing this need.

2.4 Water Distribution System

The Willard City distribution system is fed by a ten inch and a 12 inch transmission line. The distribution system contains lines from two inches to ten inches in diameter, with 6 inch and eight inch lines being the most common size. The current system is designed to meet the peak day demands and fire flow in most parts of the system. The City is aware that some lines need to be upsized and looped to increase fire flows in the system and will address these issues in the future.

2.5 Water Treatment

Culinary water in Willard City is chlorinated before entering the distribution system. The chlorination equipment is in good operating condition. The equipment should continue to serve the City well with proper maintenance.

2.6 System Deficiencies

Some components of the City's culinary water system should be improved to meet future needs. 4Table 2-3 outlines improvements that are recommended for the system.

**Table 2-3
Recommended Culinary Water System Improvements**

Analysis Description	Recommended Upgrade
Water Rights	No additional action required.
Water Source Capacity	Develop new well to meet future source needs.
Water Storage Capacity	Construct an additional storage facility to meet Storage requirement needs.
Distribution System	Upgrade existing undersized lines and add loops where needed.
Water Treatment	No additional action required.

3.0 CURRENT AND FUTURE WATER USE

3.1 Current Water Use

As discussed previously, the estimated population in 2008 was 1,747 residents. The water usage for this time averaged about 483 gallons per minute for all users. The residential portion of this water usage is 425 gallons per minute and commercial users averaged 58 gallons per minute.

The per capita water use can be obtained by dividing the residential usage in gallons per day by the number of residents. The same rationale can be used to obtain the average per connection usage for commercial users. Table 3-1 shows the per capita water demand for both residential and commercial users in gallons per capita per day (gpcd).

**Table 3-1
Existing Willard City Culinary Water Use**

Type of User	Average Day Demand	Users	Average Per Capita Use
Residential	425 gpm	1,747 residents	350 gpcd
Commercial	58 gpm	12 connections	6,960 gal/conn./day
TOTAL:	483 gpm.		

As can be seen in Table 3-1, Willard City residents currently use 90 gpcd more than the state average of 260 gpcd.

3.2 Future Water Use

The GOPB projected that the population in Willard City in 2050 will be 3,619. If Willard City residents continue with the current per capita water use, the demand in 2050 will be 880 gallons per minute for residential water users.

A sewer system was installed in Willard City and became operational in 2011. It is anticipated that this will spur commercial growth in the City. The GOPB estimates that residential growth will increase at a rate of 1.84 percent over the next 40 years. The commercial growth rate will likely follow this same trend.

The following equation was used to calculate the number of commercial connections in 2050:

$$P_n = P_p * (1+i)^n$$

Where:

P_n = Projected population in n years ($n = 1, 2, \dots$);

P_p = Present population;

i = Projected annual growth rate; and

n = Projection period in years.

Thus: $P_n = 12 * (1 + 0.0184)$

The projected number of commercial connections in 2050 is 25. Following with the current per connection use, the commercial water demand in 2050 will be 121 gpm. Table 3-2 summarizes the future per capita water use in Willard City.

Table 3-1
Future Willard City Culinary Water Use

Type of User	Average Day Demand (gpm)	Users	Average Per Capita Use
Residential	880 gpm	3,619 residents	350 gpcd
Commercial	121 gpm	25 connections	6,960 gpcd
TOTAL:	1,001 gpm.		

The projected average day demand for Willard City is 1,001 gpm for both residential and commercial uses. The projected demand could be reduced by implementing conservation programs and practices in Willard City.

4.0 CURRENT WATER CONSERVATION PROBLEMS AND GOALS 4.1

Water Conservation Problems

Willard City is located in Utah, which is the second driest state in the country. That being said, Utah also uses the second greatest amount of water per capita (260 gallons/person/day in 2005) in the country. For these reasons, Willard City has a responsibility to help citizens use water sensibly. Some of the common problems concerning water conservation throughout the State of Utah are:

The general public lacks information and understanding of landscaping water requirements, efficient water use habits, and practices. Very few water users know how much water is required to maintain healthy landscaped areas and how to consistently use water efficiently outdoors. Most water use practices, whether for indoor use or irrigation are based on convenience rather than plant needs and water supply considerations.

- Although water pricing and billing systems are generally adequate to cover costs associated with the enterprise account, they typically have minimal incentives for residents and businesses to use water more efficiently.
- Efficiency of water use practices on city-owned property can be improved.
- These same problems apply to Willard City in particular with its high per capita water usage. An additional problem that was identified in Willard City is as follows:
- Willard City has an average irrigated acreage of 0.35 acres per connection. Most residents have landscapes with large areas of grass and other water intensive landscaping. This usually creates peaks during the hottest parts of the summer which strain the water system.
- Each problem represents an opportunity for Willard City to reduce its per capita water use. Many of these problems can be reduced simply by implementing a water conservation education program and an effective water rate program.

4.2 Water Conservation Goals

The following goals have been identified to resolve the problems stated above.

1. Reduce the City's per capita water use by 10% in five years. Based on information used for the Willard City Culinary Water Capital Facilities Plan, the City currently uses approximately 350 gallons of culinary water per person per day (gpcd). A large amount of this water is used to irrigate landscaping during the summer. The goal is to bring this number under 315 gpcd within 5 years.
2. Maintain a financially feasible water system. Water rates established correctly can encourage conservation yet still maintain ample supply. The City can establish a more aggressive tiered rate structure to help encourage conservation.
3. Continue Public Conservation Education Program. Willard City sends out public education information to promote water conservation. An example of a flyer that can be distributed to water users with their bill is contained in Appendix A. In addition the Willard City website will be used for education on methods of water conservation.

4. Replace supply measurement meters. The meter from the spring source does not measure low flow. In order to more accurately account for water usage the source amounts must be accurate. It is necessary to replace the meter with a unit capable of accurately measuring low flow.

5. Replacement of deteriorated water lines. A priority list will be made of deteriorated lines that frequently develop leaks for replacement. These lines will be replaced as funds allow.

5.0 CURRENT WATER CONSERVATION PRACTICES

In order to meet the goals and alleviate the problems identified in Section 4, specific water conservation measures must be established. Some water conservation practices have already been implemented in Willard City. The current water conservation practices observed in Willard City include the development of this water conservation plan, water meter replacement, and regular water meter reading and billing off of actual water usage.

5.1 Water Conservation Plan

This water conservation plan outlines specific goals and the steps needed to achieve the goals for better water conservation. This plan also outlines projected future needs that could be reduced through the use of water conservation measures.

5.2 Water Meter Replacement

The residential and commercial water meters have been replaced with electronic read meters allowing for low flow measurements, thus increasing the accuracy of measurement and billing for water usage.

5.3 Water Meter Reading and Billing

The City currently reads water meters and bases water bills off of actual water usage. This helps curb some water usage in the City because of the existing tiered rate structure. However, the rate structure is not very aggressive and should be changed to encourage water conservation, especially during the summer months when water use is at its peak.

6.0 WATER PRICING AND RATE STRUCTURE

Willard City's current rate structure enables the City to maintain a financially feasible water system. However, with the high water usage in Willard City, it is not doing enough to promote conservation. The existing rate structures for residential and commercial water users are as follows:

Residential Rate Structure

\$ 25.00 for the first 25,000 gallons
 \$ 1.10 per 1000 gallons up to 100,000 gallons
 \$ 1.20 per 1000 gallons from 100,000 gallons to 200,000 gallons \$ 1.50
 per 1000 gallons over 200,000 gallons

Commercial Rate Structure

\$ 28.00 for the first 10,000 gallons
 \$ 1.10 per 1000 gallons up to 100,000 gallons
 \$ 1.20 per 1000 gallons from 100,000 gallons to 200,000 gallons
 \$ 1.50 per 1000 gallons from 200,000 gallons to 300,000 gallons
 \$ 1.60 per 1000 gallons from 300,000 gallons to 500,000 gallons
 \$ 1.80 per 1000 gallons from 500,000 gallons to 1,000,000 gallons
 \$ 2.00 per 1000 gallons over 1,000,000 gallons

A new rate structure should be developed that will promote greater water conservation in the City while meeting the revenue requirements of the water system. The City Council must take into account political, social, and economic factors when considering a new rate structure for Willard City.

7.0 CONSERVATION SOLUTIONS

In general it seems that it is more difficult to encourage or force conservation measures in smaller cities. This may be due to the fact that lot sizes are generally much larger than in metropolitan areas, and the desire to have a nice yard results in greater irrigation water demand. There are probably other reasons as well, but lot sizes in Willard City average roughly ½ acre. The problems faced by Willard City are common among many communities in Utah. Listed below are solutions that the City is currently investigating to solve these problems. These measures, or combinations of them, may help Willard City attain its water conservation goals as outlined above.

7.1 Public Education

Future water supply problems associated with the issues mentioned above may be avoided by educating the public on steps that can be taken to conserve water.

Willard City should initiate a public education program designed to promote water conservation. This should include sending out flyers and utilizing the City's website to educate and give conservation tips to the water system users. They should then try to build on the program to reach out to as many users and future users (children) as possible. Some examples of additional educational water conservation tips are:

- Water landscape only as much as required by the type of landscape, and the specific weather patterns of the area.
- Do not water on hot, sunny, and/or windy days. This could actually end up doing more harm than good to landscape, as well as wasting over 25% of the water.
- A single lawn sprinkler spraying five gallons of water per minute uses 50 percent more water in just one hour than the combination of 10 toilet flushes, two five-minute showers, two dishwasher loads, and one full load of laundry.
- Sweep sidewalks and driveways instead of using a hose to clean them off.
- Wash cars from a bucket of soapy (biodegradable) water and rinse while parked on or near grass or landscape so that all the water running off goes to beneficial use instead of running to waste.
- Check for and repair leaks in all pipes, hoses, faucets, couplings, valves, etc. Verify there are no leaks by turning everything off and checking the water meter to see if it is still running. Some underground leaks may not be visible due to draining off into storm drains, ditches, or traveling outside property boundaries.
- Use mulch around trees and shrubs, as well as in gardens to retain as much moisture as possible. Areas with drip systems will use much less water, particularly during hot, dry and windy conditions.
- Keep lawns well-trimmed and all other landscaped areas free of weeds to reduce overall yard water needs.

7.2 Water Use Regulation

Some water conservation measures of a more regulatory nature that may be used to alleviate the problems identified above are as follows:

- Encourage users not to water lawns from 10 a.m. to 6 p.m.

- Educate the public on the water supply situation.
- Instigate voluntary public conservation measures.
- Instigate mandatory public conservation measures.
- Enforce outside watering restrictions, watering times and quantities.
- Instigate rate structures that increase fees for overage.
- Instigate emergency conservation measures:
- Strictly enforce all conservation policies with significant fines for non-compliance.
- Physically restrict water supplies to (in order of priority)
- All outside irrigation systems on culinary system.
- Park properties and other non-essential support facilities.
- Commercial businesses, restricting the least impacted and largest users first.
- Residential areas
- Any other "non-life support" areas, insuring water supplies to hospitals, hospices, all other health care facilities, and controlled designated area water facilities.

7.3 Water Pricing Structure

A popular and practical solution to conservation issues involves implementation of a well - thought out water pricing program. In order to help promote water conservation, the rate structure should be analyzed to most effectively promote conservation while still maintaining reasonable rates.

7.4 Water Meter Replacement Program

Water meters naturally become less accurate over time and tend to report lower flows as they age. A consistent water meter replacement program will ensure that water usage in the City is accounted for. This will also assist the City in minimizing losses from unmetered water.

8.0 IMPLEMENTATION OF WATER CONSERVATION PLAN

Steps to implement the Water Conservation Plan for Willard City are outlined in Table 8-1. Evaluation criteria, the time frame for evaluation of the effectiveness, and probable benefits of reaching the goals are also included in the table.

**Table 8-1
Implementation of Water Conservation Plan**

Goal	Steps Implemented	Evaluation Criteria	Time Frame for Evaluation	Probable Benefits
1*	1. Establish a City-wide policy of irrigating landscapes only between the hours of 6p.m.-10a.m. 2. Install water efficient turf and irrigation systems in new City landscape projects. 3. Encourage more efficient private landscape irrigation and restrict culinary water use for irrigation.	Meter readings will be tracked to quantify the change in usage.	Annually	Less overall water usage will allow existing facilities to meet demands further into the future.
2*	Implement a more aggressive Water Pricing Structure.	A reduction in consumer water overages.	Annually	Less overall water usage will allow existing facilities to meet demands further into the future.
3*	Educate the public by mailing flyers and newsletter containing water conservation tips to customers with their water bill or separately on a semi-annual basis. ;*	A reduction in consumer water usage.	Ongoing	Less overall water usage will allow existing facilities to meet demands further into the future. Residents will develop more efficient water use practices
4*	Purchase meters and replace the meters on a set schedule	Reduction in unmetered water.	Yearly	The City will collect more revenues from accurate meters
*Goal numbers correspond to goals outlined in Section 4.1				
** An example of a potential flyer that could be sent to customers for outdoor watering conservation is included in Appendix A. Additional material for this program can be found at the website www.conservewater.utah.gov/tips/ or by contacting the Utah State Division of Water Resources.				

9.0 PERIODIC EVALUATION

This Water Management and Conservation Plan should be updated at least every five years by Willard City in order to reflect new data and trends as well as gauge performance and progress. This will ensure efficiency and timeliness of the plan. This plan may be updated and revised as needed to meet changing conditions and needs. The City Staff will be responsible to carry out the Willard City Culinary Water Conservation Plan and act as the Water Conservation Coordinator for the City. It is recommended that the staff periodically report to the City Council on the progress toward the goals outlined in this plan.

A copy of this plan along with the Water Conservation Plan Ordinance must be submitted to the Utah Division of Water Resources every five years, as required by legislative House Bill 153. The Water Conservation Ordinance is attached to this document as Appendix B.

Appendix A:
Example of Flyer to be Distributed to Water Users

TIPS FOR INDOOR WATER CONSERVATION

Indoors

- Perform an annual maintenance check on your evaporative (swamp) cooler. Check for and fix any leaks you find.
- Wash only full loads in your washing machine, or adjust the water level to reflect the size of the load.
- Pay attention to your water bill and become familiar with your water meter—use them to track your water use and detect leaks.
- Purchase appliances that offer water- and energy-efficient cycle options.
- Fix leaky plumbing fixtures, faucets and appliances in the house.
- Show children how to turn off the faucets completely after each use.
- Locate your master water shut-off valve so that water can be saved if a pipe bursts.
- Install aerators on every faucet. This could save you as much as 1 gallon every minute you use them.
- Be aware! Listen for drips and leaks around the house.

The Bathroom

- Switch to an ultra low-flow showerhead. This could save you as much as 2.5 gallons every minute you shower.
- Take shorter showers—try to keep it under 5 minutes.
- Install ultra-low-flush toilets or place a plastic bottle filled with water or sand in your toilet tank to reduce the amount of water used in each flush.
- Put dye tablets or food coloring in your toilet tank and wait to see if the color appears in the bowl (without flushing). If it does, you have a leak!
- Check to assure that your toilet's flapper valve doesn't stay open after flushing.
- When taking a bath, start filling the tub with the drain already plugged instead of waiting first for the water to get warm. Adjust the temperature as the tub begins to fill.
- Turn the faucet off while you shave, brush your teeth and lather up your hands.
- Don't use the toilet as a garbage can. Place a trash can next to the toilet and use it instead.
- Buy an electric razor or fill the sink with a little water to rinse your razor, instead of rinsing in running water.
- Take a short shower instead of a bath. While a five minute shower uses a 12 to 25 gallons, a full tub requires about 70 gallons.

In the Kitchen

- If you wash dishes by hand, fill one half of the sink with soapy water and the other with clean water instead of letting the water run.
- Place a pitcher of water in the refrigerator instead of letting the tap run to get a cool drink.
- Water your houseplants with water saved from washing your fruits and vegetables, waiting for the water to warm up, or even when you clean your fish tank.
- Select one glass to use for drinking each day. If you do this, your dishwasher will take longer to fill up and it will not need to be run as frequently.
- Thaw foods in the refrigerator or in a bowl of hot water instead of using running water.
- Let your pots and pans soak instead of letting the water run while you clean them.
- Purchase an instant water heater for your kitchen sink so you don't waste water while it heats up.
- Scrape the food on your dishes into the garbage instead of using water to rinse it down the disposal.

Appendix B:
Water Conservation Plan Resolution

**WILLARD CITY CORPORATION
RESOLUTION #2014-23**

**A RESOLUTION ADOPTING THE WILLARD CITY RETURN TO WORK PROGRAM
POLICY"**

WHEREAS, the Willard City Corporation hires employees to provide the required services of the community; and,

WHEREAS, the Willard City Council sees the need to provide Policies and Procedures as guidelines for the employees; and,

WHEREAS, Willard City is committed to provide a safe work environment for our employees; and,

WHEREAS, Willard City desires to help an employee heal and return to work as soon as possible, if an employee is injured on the job;

NOW THEREFORE the Willard City Council hereby approves and adopts Policy 02-2014 Return to Work Program Policy.

This resolution becomes effective immediately upon passage

This resolution passed by the City Council of Willard City, Box Elder County, State of Utah, by a vote of ____ For and ____ 0 ____ Against, on the 11th day of December 20 14.

Kenneth Braegger, Mayor

ATTEST:

Teri Fellenz, City Recorder

WILLARD CITY

Administration Department

Policy No: 02-2014

Subject: Return To Work Program	Effective Date 12/11/2014
Department: Administration	Replaces Policy Dated N/A
Division: N/A	Review Date
Authorized Signature	

- I. Policy: Willard City is committed provide a safe work environment to our employees. But if an employee becomes injured on the job, we will do everything we can to help the employee heal and return to work as quickly as possible. When employees are able to work and be a contributing team member, the injured employee heals faster, we are more productive and the morale of our entire organization is lifted.
- II. Workers Compensation Coordinator: Teri Fellenz is our Workers Compensation Coordinator (WCC). Teri Fellenz's direct phone number is (435) 734-9881, willardcity@comcast.net. The Workers Compensation Coordinator will help injured employees and their supervisors achieve the goal of helping injured employees get healthy and back to being a contributing team member.
- III. Medical Providers: If a life-threatening injury occurs, 911 should be called to access normal emergency care. Employees with routine, non-life-threatening injuries should be taken by their supervisor to:
 - a. A list of Network Providers will be provided.
 - b. If the Network Provider is not available (after hours, etc.), call the Workers Compensation Coordinator to arrange medical care.
 - c. Employees must seek care from the provider designated by the WCC. Failure to do so may affect their workers compensation claim
- IV. Injury Reporting: All injuries, no matter how minor, must be reported immediately to the employee's supervisor. Supervisors report these injuries to the Workers Compensation Coordinator, who begins a workers compensation claim and helps to arrange medical care. All injuries must be reported the day they occur. Failure to report injuries could jeopardize coverage of the injury.
- V. Post Injury Procedures: After receiving medical treatment, these steps must be taken:
 - a. to the Workers Compensation Coordinator.
 - b. Employee and his/her supervisor deliver all paper work from the medical provider WCC and the injured employee's supervisor review any restrictions given by medical provider with the injured employee's job description and determine if the

employee's normal job meets the restrictions. If not, a Restricted/Light/Transitional Duty job will be assigned to accommodate the restrictions.

- c. Injured employees must comply with the restrictions they are given. Failure to do so could slow their recovery or cause further injury.

- VI. Restricted/Light/Transitional Duty: Willard City will accommodate restricted duty jobs for workers injured on the job. The WCC will work with the supervisor to design a work strategy that meets the injured employee's restrictions and accomplishes Willard City's goals.
- VII. Follow Up: Injured employee's supervisor and the Workers Compensation Coordinator will regularly follow up with the employee and medical providers to make sure the employee is getting the care required, attending their medical appointments, complying with their restrictions and that any restricted duty assignments are helping the employee move closer to their regular job duties.
- VIII. Interaction with Adjusters: One of the best ways to help an employee get healthy and return to work quickly is to communicate with adjusters who manage the workers compensation injury claim. They have access to resources and have a vast knowledge in how to help injured employees get better. Utah Local Governments Trust has partnered with Constitution State Services (CSS) to adjust claims. They can be reached at 800.243.2490.

**WILLARD CITY CORPORATION
RESOLUTION #2014-24**

**A RESOLUTION ADOPTING THE WILLARD CITY DRIVER QUALIFICATION
STANDARD**

WHEREAS, the Willard City Corporation hires employees and utilizes volunteers to provide the required services of the community; and,

WHEREAS, the Willard City Council sees the need to provide Policies and Procedures as guidelines for the employees; and,

WHEREAS, Willard City employees and volunteers operate vehicles or City owned vehicles while conducting business on or behalf of Willard City; and,

WHEREAS, the Willard City Council determines a Driver Qualification Standard is required to authorize drivers for Willard City; and,

WHEREAS, a standard and process for monitoring drivers has been provided by Utah Local Government's Trust, the City's insuring agency; and,

WHEREAS, the Willard City Council determines it is in the best interest of the health, safety, and welfare of the Community,

NOW THEREFORE, the Willard City Council hereby approves and adopts Policy 03-2014 Driver Qualification Standard.

This resolution becomes effective immediately upon passage

This resolution passed by the City Council of Willard City, Box Elder County, State of Utah, by a vote of ____ For and ____ 0 ____ Against, on the 11th day of December 2014.

Kenneth Braegger, Mayor

ATTEST:

Teri Fellenz, City Recorder

WILLARD CITY

Administration Department

Policy No: 03-2014

Subject: Driver Qualification Standard Policy	Effective Date 12/11/2014
Department: Administration	Replaces Policy Dated N/A
Division: N/A	Review Date
Authorized Signature	

Willard City Driver Qualification Standard

- I. Policy: All employees or volunteers operating Willard City owned vehicles, or who may operate any vehicle while conducting business for or on behalf of Willard City must be authorized drivers. The authorization process requires an analysis of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.
- II. As part of the driver qualification process all drivers or potential drivers' MVR (Motor Vehicle Record) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as "Acceptable," or "Borderline". Drivers qualified as "Borderline" may be authorized to drive on a probationary basis as determined by the Mayor. Drivers whose record does not meet the driver qualification standard will not be allowed to operate any vehicle while engaged in city business.
- III. All drivers must possess a valid Driver's License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.
- IV. "Acceptable" or "Borderline" qualification will be determined using the following criteria. Any number of violations or accident in excess of the "Borderline" criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (Note - DUI and DWI are not evaluated as a standard violation)
 - a. **Acceptable**
 1. Up to 2 violations recorded on the MVR, or
 2. Up to 1 at fault work related accident in the prior three years, or

3. A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

b. Borderline

1. 3 to 4 violations recorded on the MVR or,
 2. 2 at fault work related accidents in the last three years, or
 3. DUI or DWI with in the last 2-5 years, or
 4. Any violation for Careless, Reckless or Distracted driving
- V. A single major violation recorded on the MVR, or resulting from a work related incident, *may* result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:
- DUI or DWI in the previous 24 months
 - Failure to stop/report an accident
 - Making a false accident report
 - Attempting to elude a law enforcement
 - Others as determined by the Mayor

**WILLARD CITY CORPORATION
RESOLUTION NO. 2014-25**

**A RESOLUTION OF THE WILLARD CITY COUNCIL APPROVING AN INTERLOCAL
COOPERATION AGREEMENT WITH BRIGHAM CITY FOR THE CONVEYANCE OF
PROPERTY.**

WHEREAS, WILLARD CITY CORPORATION (Willard City) and Brigham City Corporation (Brigham City) have negotiated terms and conditions of an interlocal cooperation agreement (the "Agreement"); and

WHEREAS, Section 11-13-202.5 of the Interlocal Cooperation Act requires interlocal cooperation agreements to be authorized and adopted by resolution of the legislative body or governing board of the City and the County pursuant to and in accordance with the provisions of; and

WHEREAS, the interlocal cooperation agreement is attached as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE WILLARD CITY COUNCIL AS
FOLLOWS:**

Section 1: The City Council of WILLARD CITY approves the attached Agreement.

Section 2: This Resolution shall take effect upon its adoption.

Section 3: The Agreement shall become effective upon the date of execution of the Agreement by Willard City and Brigham City.

APPROVED and ADOPTED this 11th day of December, 2014.

Kenneth A. Braegger, Mayor

ATTEST:

Teri Fellenz, City Recorder

Exhibit "A"

**INTERLOCAL AGREEMENT FOR
CONVEYANCE OF
PROPERTY**

This agreement made and entered into this _____ day of December 2014, by and between Brigham City Corporation, a municipal corporation organized pursuant to the laws of the State of Utah, hereinafter referred to as "Brigham City," and Willard City, a municipal corporation organized pursuant to the laws of the State of Utah, hereinafter referred to as "Willard."

RECITALS

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Section 214 Utah Code Annotated 1953, as amended, permits public agencies to enter into agreements with one another for the purpose of conveying and acquiring property from a public agency that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, all of the Parties hereto are public agencies as defined by the Interlocal Cooperation Act; and

WHEREAS, Brigham City owns a 1980 Ford Ladder Fire Truck, VIN# D80UVHA6098, that is surplus to their needs; and

WHEREAS, Willard is desirous of acquiring a fire truck to provide fire protection service for residential, commercial and industrial property located within and near its corporate boundary and for future growth in their respective area.

WHEREAS, both entities adamantly agree that it is in their respective and collective best interest to enter into this transaction with one another.

NOW, THEREFORE, based upon the above recitals and other consideration, both entities are willing to enter into this Interlocal Agreement according to the following conditions:

1. Brigham City will sell their 1980 Ford Ladder Fire Truck to Willard in its existing condition with no warranties or guarantees implied for \$6,500.00.

2. Willard will purchase from Brigham City the 1980 Ford Ladder Fire Truck in its

existing condition with no warranties or guarantees implied for \$6,500.00.

3. Brigham City has provided Willard an opportunity to operate the 1980 Ford Ladder Fire Truck and appurtenant equipment to determine if the vehicle equipment meets its needs before executing this agreement.

4. Willard will make a single payment of \$6,500.00 to Brigham City on or before December 31, 2014.

5. In keeping with the requirements of the Utah Interlocal Cooperation Act, Willard and Brigham City do agree that they shall each adopt a resolution authorizing the execution of this Agreement and that they shall each cause this Agreement, upon its execution, to be filed with each of their respective "keeper of records."

DATED AT: Brigham City, Utah this _____ day of _____ 2014

BRIGHAM CITY CORPORATION:

WILLARD CITY:

Mayor, Tyler M. Vincent

Mayor, Kenneth A. Braegger

Brigham City Recorder
Mary Kate Christensen

Willard City Recorder

Brigham City Attorney

Willard City Attorney

WILLARD CITY CORPORATION
RESOLUTION #2014-26

A RESOLUTION ADOPTING PROPOSED CHANGES TO THE ANNUAL BUDGET
FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015

WHEREAS, The Willard City Council has met, discussed, and agree upon budget income and expenditures.

WHEREAS, Proper notice was given to the public for inspection of the proposed budget changes prior to adoption

WHEREAS, The proposed budget revision was available for public review at the Willard City Hall.

NOW, THEREFORE, BE IT RESOLVED by the Willard City Council, Box Elder, State of Utah, that:

The attached proposed changes to the Annual Budget for the Fiscal Year Beginning July 1, 2014 and ending June 30, 2015 be approved.

EFFECTIVE UPON PASSAGE. PASSED AND ADOPTED By the Willard City Council this 11th day of December, 2014, by a vote of _____ for and _____ against.

Kenneth Braegger, Mayor

ATTEST:

City Recorder

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

CITY COUNCIL AGENDA ITEM REQUEST FORM

(All agenda items and any back-up material needs to be submitted the City Office by noon on the Friday prior to the meeting. All meetings are open meetings and the information presented will become part of the permanent public record.)

Please note there is a three minute public comment period at the beginning of each City Council meeting for individuals to make comments. Items requiring action by the City Council will be placed on the agenda for a future meeting.

Date of meeting requested: 12/11/14 Date form submitted: 12/5/14

Time allotment requested: ☐ 2 min. ☐ 5 min. ☐ 10 min. ☐ Other _____

Subject to be presented: Training Approval
(Please use specific language as to how you want the item noticed)

Person & Organization submitting item: Van Muns

Contact information: _____

Phone number: _____

Reason for request: _____

What action have you taken/Who have you contacted prior to this? Approval of
\$800 training for EMT

Official action requested: _____

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes ☐ No ☐

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

CITY COUNCIL AGENDA ITEM REQUEST FORM

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Date of meeting requested: 11 Dec 14 Date form submitted: 1 Dec 14

Time allotment requested: ☐ 2 min. ☐ 5 min. ☐ 10 min. ☐ Other _____

Subject to be presented: Citizens Comm.
(Please use specific language as to how you want the item noticed)

Person & Organization submitting item: Del Freddie

Contact information: _____

Phone number: 735-2509

Reason for request: Organize and set goals for Comm.

What action have you taken/Who have you contacted prior to this? _____

Official action requested: _____

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes ☐ No ☐